



Report to the Auburn City Council

Action Item

18

Agenda Item No.

City Manager's Approval

To: Mayor and City Council
From: Robert Richardson, City Manager
Date: June 14, 2010
Subject: Central Square Art Funding

The Issue

How shall the City fund public art in Central Square?

Conclusion and Recommendation

That the City Council discuss and provide direction to staff.

Background

Since the completion of the first phase of the Streetscape project, the SHAAC has moved forward with the work necessary to implement the History Walk and has defined the initial themes for the three art pedestals in Central Square. With these themes defined, it is now time for the Arts Commission to take over that portion of the process and begin a call for artists. However, prior to initiating their process, the Arts Commission is requesting that the City Council provide a budget amount to aid interested artists in developing their proposals.

During a recent meeting the City Council requested that staff place a discussion item on a future agenda to discuss funding options and/or methods for acquiring art pieces. At that meeting Council briefly covered five areas of interest:

1. Public Funding
2. Fund Raising
3. A Funds Matching Program
4. Art Donations
5. A Rotating Arts (Loan) Program

Defining an appropriate amount for public art can be difficult as there can be a wide range of prices between artists for their work. In consultation with Angela Tahti, Executive Director of PlacerArts, she believed that artwork for the three pedestals could potentially be acquired from local artists for a total of \$30,000 - \$50,000. However, that

price could increase well into the six figures depending on the artist selected, desired size of the pieces, etc.

Should the Council desire to fund all or a portion of the art pieces, staff would recommend that those funds come from AUDA. AUDA has funds available for the Streetscape project and, since those dollars can not be used to fund general city operations and/or salaries, such an expenditure would not have an impact on overall city services.

In addition, staff has attached a copy of the City of Roseville's Art Loan program. Under this program, art pieces are loaned to the City by a local artist, and the City provides a \$1,000 stipend to the artist and covers installation costs for each piece. Art is then rotated every two or three years allowing for a venue for local artist to display their work.

Fiscal Impact

Subject to Council direction

Alternatives

Continue to search out other art programs

Request the Arts Commission to come back with recommendations

Attachments

Roseville Public Art Loan Program

Downtown Public Art Guidelines

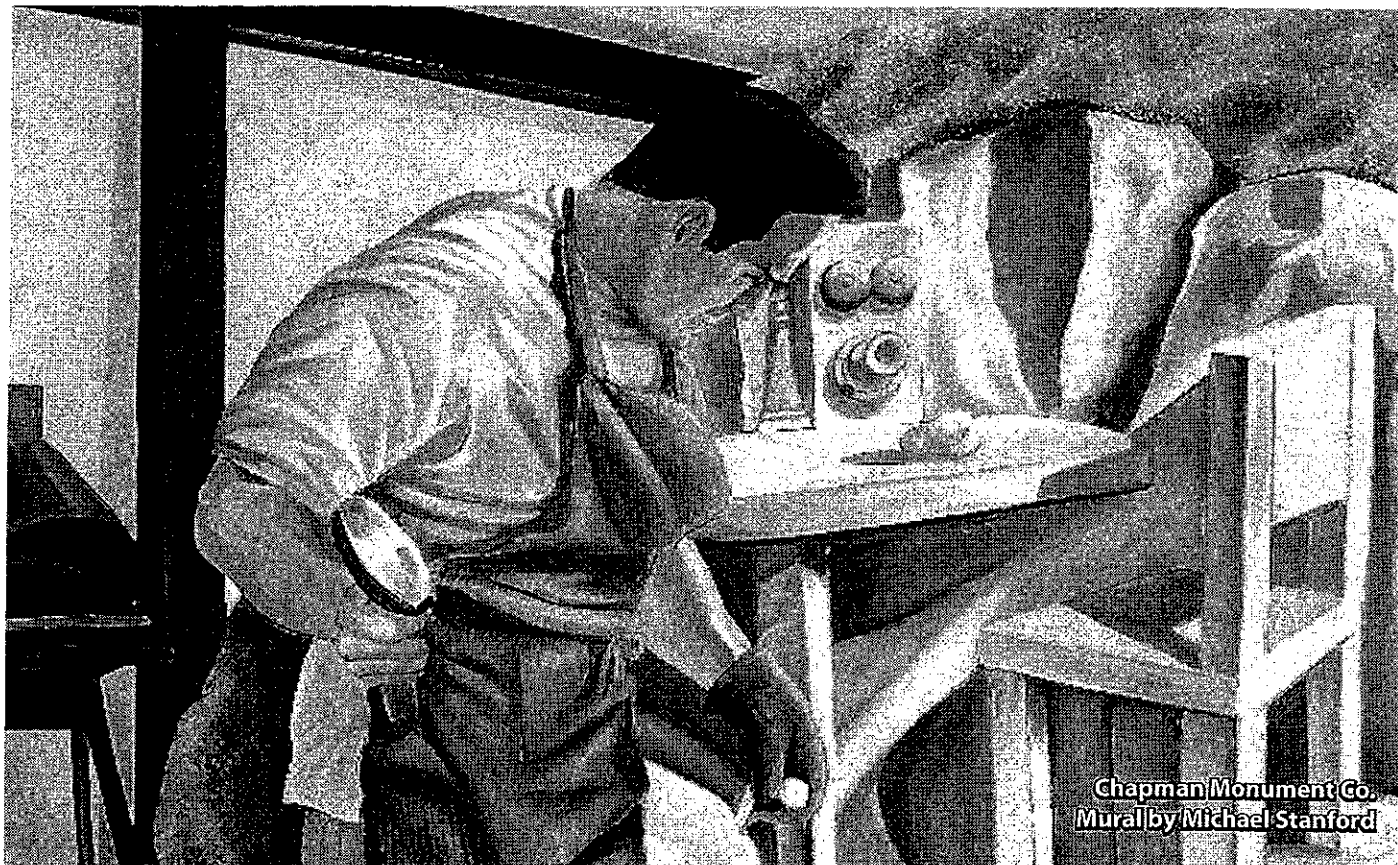
Planning & Redevelopment Department



Yoshio Taylor

311 Vernon St.
Roseville, CA 95678
www.roseville.ca.us/redevelopment





Chapman Monument Co.
Mural by Michael Stanford



Downtown Public Art Program - Designated Spaces

The City of Roseville has dedicated public right-of-way throughout Downtown Roseville for the placement of public art. This program provides guidelines for the evaluation, selection, installation, and maintenance of the public art placed in these specific publicly owned locations.

Section 1: Purpose of Program

The purpose of this program is to promote public art through the display of art pieces in Downtown Roseville.

Initially, all public art placed in the pre-determined locations will be handled by a "loan" program. The program maximizes the amount of work to be shown and the exposure of local, participating artists by offering to display, rather than purchase, the art.

The program is designed for artists to lend their artwork to the City for two (2) years with a City option for one (1) additional year. Some artwork may be exhibited beyond three (3) years, however, this would require a mutual agreement between the City and the Artist.

The program is designed to encourage participation by local artists but will also be open to regional and national submissions

Section 2: Definitions

Artwork - for the purposes of this policy shall be defined as: Two or three-dimensional aesthetic improvements. Possible media that may qualify include: artistic glass treatments, bas reliefs, collages, drawings, fountains, frescoes, granite, metal, mobiles, mosaics, murals, paintings, prints, photographs, sculptures, and stone

Curator - Curators, for the purpose of this program, will be defined as:

An outside resource that assists the City with a number of activities related to the project. Their participation may include, but not necessarily be limited to: marketing, public education, outreach, selection process facilitation, artist identification, proposal evaluation, and final selection recommendation.

Designated Sites - Designated sites have been established for the placement of art, as it pertains to this program, throughout Downtown Roseville.



They are:

Vernon Street

- in front of the Tower Theater – 400 block
- in front of the Roseville Theater – 200 block
- at the base of the 100 block entry arch
- at the base of the 700 block entry arch

Historic Old Town

- at the park on the corner of Church Street and Washington Blvd.
- Lincoln/Main Street intersection

Riverside Avenue

- Riverside/Vernon intersection
- Riverside/Darling median
- at the corner of Fourth Street and Riverside



Section 3: Selection Process

The curators will administer the selection process with City staff assistance.

- The curators will contact artists (i.e. Call for Artists) in order to determine their willingness and ability to provide work for this project.
- The curators will submit qualified proposals from applicant artists for potential downtown public art locations to the City for their consideration and selection.
- The curator will facilitate the selection panel process with City staff assistance. The selection panel will make recommendations, in accordance with selection criteria, to the Cultural Arts Committee. The Cultural Arts Committee will confirm the selections and submit final recommendations to City staff who will then, if appropriate, forward each recommendation to the City Council. Final selection considerations include (1) participation per the terms of this program; (2) ability to provide, on loan, an acceptable work for a minimum of three years; and (3) the cost of installation.

Selection Criteria - The following criteria shall be considered when selecting a piece of public art for loan for downtown:

- Artwork that reflects the goals and objectives of the Downtown and the City of Roseville;
- Is it appropriate for a particular location site;
- Artwork that reflects particular City themes

Examples of themes prevalent in Downtown Roseville would include:

Character Districts in Downtown Roseville

- Vernon Street – Art themes: galleries, theaters, studios
- Historic Old Town – Pub District (evening activities)
- Riverside Avenue – mixed use, pedestrian environment

Downtown as a gathering place

- Public spaces – any public location that people are likely to gather at (e.g. a town square or park)
- Festive events and celebrations

Promotion of arts, culture, heritage, entertainment, and education

Connectivity – Downtown Roseville as a contiguous and complimentary area (Historic Old Town connects to Vernon Street, etc.)

Community activity, spirit, and involvement

- Artwork that incorporates indigenous people of the area – both Native and long time residents of the region;
- Artwork that reflect the diversity of community interests;
- Artwork that meets the City's ability to care for, exhibit, and handle the work and requires minimal maintenance over the term of the loan;
- Artwork that reflects historic significance, particularly relating to the history of Roseville and the surrounding region;

The City reserves the right to deny consideration for loan of any piece that does not fit these guidelines.



Selection Team:

The Selection Team shall consist of a minimum of 5 members including, if possible, one member from:

- Roseville Arts!,
 - Downtown Roseville Merchants,
 - Cultural Arts Committee,
- and two additional representatives, potentially:
- Local artists,
 - Historians,
 - Architects,
 - City staff or Commissioners, or
 - Private citizen with an interest in art



The Selection Team, facilitated by the curator and City staff, will make a recommendation to the Cultural Arts Committee for selection of art pieces for identified locations.

The Cultural Arts Committee will review and approve the selection team recommendations and then forward a final recommendation to City staff. This recommendation, assuming it meets all of the criteria established within these guidelines, will then be forwarded to the City Council.

Section 4: Responsibilities

City responsibilities:

- The City of Roseville will hire a contractor to perform the installation of artwork.
- City will design and install footings for artwork installation at the specific location sites. City will provide instructions to artist on footing design for application to public art piece. Artist will be responsible for fabrication and installation of footing to art piece.
- The City of Roseville will provide preliminary engineering resources required for on-site installation of artwork.
- City will provide limited ongoing maintenance while piece is on loan. The level and type of maintenance will be discussed by City staff and artist prior to any placement of art. No art will be displayed without an established maintenance agreement.
- A proposed annual budget will be created for this program. The City's share of funds derived from the sale of any art displayed for this program will be put back into the program budget.
- The City of Roseville will manage all work permit and application requirements.
- The City of Roseville will cover or waive all permit and transfer fees.
- The City of Roseville will create marketing collateral that acknowledges the artwork, notes a purchase price (assuming the artist is offering it for sale), and details the location of all artwork included in the program. The type, style, and frequency of the marketing will be at the sole discretion of the City. This marketing might typically include brochures, published advertisements, and city website exposure.
- The City will provide a title plaque for each piece selected to be mounted on display. Plaque information shall include title of piece and artist name only.

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Artist Responsibilities:

- Providing insurance for the artwork is the responsibility of the artist.
- The artist will provide to the City the name of the piece and artist name for title plaque.
- Artist shall be responsible for shipping, adhering footplate to art piece per City directions, and consulting with contractors regarding artwork installation and removal. All of these activities shall take place in accordance with City instructions.

Sale and removal of any public art piece:

- If artwork is for sale, all transactions shall take place directly between artist and buyer and may not take place on City premises. Artist shall give the City a 90-day notice of removal regarding any piece sold during its display period.
- Removal of the public art piece at the end of the loan period will be handled by the contractor. The City will hire the contractor and coordinate the removal of the artwork.
- It is the responsibility of the artist to provide all feedback necessary to ensure the piece is removed by the date specified in the contract agreement.
- The City reserves the right to have the public art piece removed if it is deemed, at any time, to interfere with City operations.

Section 5: Liabilities

The City will make a good faith effort to select work that does not pose a public danger or ADA hazard.

Each artist selected for participation in the Downtown Public Art Loan Program agrees to hold the City of Roseville, and its employees and officers, harmless from any liability arising from the injury of any persons or for the loss, theft, or damage to artwork arising out of or in any way related to the loaning of artwork for the Downtown Public Art Loan Program.

A standard agreement will be used by the City to contract with participating artists.



Section 6: Loan Agreement

Artist/Lender Agreement

- City will provide artist with technical information concerning site preparation for sculpture installation.
- City agrees to provide artist with available resources for preparation of footings and review locations of installations for pedestrian and traffic safety.
- City will strive to exercise the same care of loan objects as it does in the safekeeping of its own property. City will contact the artist if the work is damaged or altered in any way to discuss appropriate remedies.
- Artist recognizes that the City is not responsible for normal wear and tear. This includes, but is not limited to, damage resulting from exposure to the elements, gradual deterioration, for inherent vice, or for damage due to acts of God.
- Artist represents to City and its agents that he/she owns the copyright for all works loaned to City. Artist grants to the City and its agents a non-exclusive, unlimited and irrevocable license to make, and to authorize the making of, photographs and other two-dimensional reproductions of the Artwork for all promotional uses, including advertising, educational and promotional materials. The City agrees that these rights shall be exercised in accordance with the California Art Preservation Act (California Civil Code Section 987).
- Artist agrees to lend their work for up to three years from the date of the agreement unless otherwise specified in writing.
- If any of the works displayed as part of this program are sold during the loan period, Artist agrees to pay to City a ten percent (10%) commission on the sale of said work. Sales transaction to be conducted off City property between artist and buyer.



Please submit questions and suggestions to:

City of Roseville
Attn: Redevelopment
311 Vernon Street
Roseville, CA 95678

baiken@roseville.ca.us
Ph: 916-774-5276
Fx: 916-774-5129



Request for Public Artist Qualifications

City of Roseville, California
Public Art Loan Program
For Designated Spaces in
Downtown and Historic Old Town Roseville

Postmark Application deadline: Tuesday, July 15, 2008, 5:00pm

Public Art Loan Program Scope and Objective

The City of Roseville has dedicated public space in Downtown Roseville, California for the placement of public art. The program objectives are to compliment revitalization efforts, increase a sense of place, engage the public, and promote the work of the selected artists.

This program, which requires the art to be loaned to the City of Roseville, is open to all local, regional and national artists.

All submissions received by the application deadline in the proper format will be reviewed by a selection panel facilitated by PlacerArts. The selection process is outlined in the *Downtown Public Art Program – Designated Spaces Guidelines* and viewable via: www.roseville.ca.us or www.PlacerArts.org/Roseville.

Selected artists will be paid a \$1000 stipend (\$500 upon execution of the Artwork Loan Agreement, \$500 upon installation). The City of Roseville will hire a contractor to install the artwork. Once installed, works will be on public exhibit for a minimum of two-years (with a City option for a third year) and will be featured in a variety of print and online marketing materials. Artists may also choose to make the loaned works available for sale.

Optional Pre-Proposal Tour

Date and Time: Friday, May 30, 2008 10am - Noon

A tour of Downtown Roseville will be provided for those wishing to view the designated spaces. The tour will provide site-based context for each designated space. Staff will present an overview of revitalization projects. Roseville Cultural Arts Committee and PlacerArts representatives will be on hand to answer questions. To *pre-register* for the optional tour, please contact Judi Nicholson at PlacerArts: (916) 780-2787 or judi@placerarts.org.

Timeline:	Application Postmark Deadline	July 15, 2008
	Selection Panel Convened/Recommends	August 2008
	Roseville Cultural Arts Committee Review	September 2008
	Roseville City Council Approval	October 2008
	Installation of Selected Works	November-December 2008

Criteria: Downtown Roseville serves as a gathering place for shoppers, diners, cultural and heritage tourists and business people including local merchants and civic employees. This Downtown Public Art Program intends to compliment the goals of the revitalization project: to enhance the sense of place; to promote the arts, culture and heritage; provide entertainment and education; connect spaces; encourage community activity, spirit and involvement; represent the diversity of community interests and ethnicities and reflect history or contemporary life.

Selected artwork will be placed in the public right of way and will be subject to a mutually acceptable maintenance agreement between the artist and the City of Roseville.

Reservation of Rights: The City of Roseville reserves the right to add to, amend, or otherwise modify this solicitation and to request additional or supplemental information. In addition, the City reserves the right to accept or reject, at any time prior to the acceptance of work, any or all application or any part thereof submitted in connection with this solicitation, to waive any defect or technicality, and to advertise for new applications where the acceptance, rejection, waiver, or advertisement would be in the best interest of the City of Roseville. An application which is incomplete, unclear, conditional, or which contains irregularities of any kind, may be rejected without evaluation. All application materials submitted become the property of the City of Roseville and may be held by PlacerArts.

Guidelines: Downtown Public Art Program-Designated Spaces

This program enables the City to display public art pieces and introduces the community to the benefits of public art. All public art placed in the pre-determined locations will be placed in conjunction with a loan agreement. The program maximizes the amount of work to be shown and the exposure of participating artists by offering to display, rather than purchase, the art. Questions regarding the Downtown Public Art Program for Designated Spaces may be directed to Bill Aiken by phone (916) 774-5271 or email to baiken@roseville.ca.us.

Submit Application in the following format postmarked no later than Tuesday, July 15, 2008 by 5:00pm to:

City of Roseville
Planning and Redevelopment
Attn: Bill Aiken,
311 Vernon St.
Roseville, CA 95678

City of Roseville Downtown Public Art Program-Designated Spaces Application Form

APPLICATION POSTMARK DEADLINE: TUESDAY, JULY 15, 2008, 5:00pm *Post-mark or hand-deliver completed and signed application with the required materials on CD by 5 PM, July 15, 2008 to: Bill Aiken, City of Roseville Planning & Redevelopment, 311 Vernon Street, Roseville, CA 95678*

Artist Name			
Street/Mailing Address			
City		State & Zip Code	
Home Phone		Work/Studio Phone	
Email Address		Website	

IMAGE PREPARATION SPECIFICATIONS

Three works of art may be submitted for consideration. The panel will review up to two images for each work of art. Please list and describe artwork(s) in the table below:

IMAGE #	TITLE	MEDIA	Size H" x W" x D"
1.A			
1.B			
Brief Description of Work			
2.A			
2.B			
Brief Description of Work			
3.A			
3.B			
Brief Description of Work			

IMAGE QUALITY & FILE LABELING

Submit **professional quality** color image(s) of your work on a CD (.jpg file format: 350 dpi, 4" x 6" minimum).

Label each .jpg file as follows:

artist last name_first initial.image # (Example: John Doe = doe_j1A.jpg; doe_j1B.jpg; doe_j2A.jpg).

ARTIST BIOGRAPHY

A one-page biography or statement that may include education, awards, current shows or private collections, and public art experiences is required. Optionally, provide a brief narrative (no more than one page) about art work(s) submitted for consideration. *Save the bio/statement (and optional image narrative) in .doc or .txt file format to the same CD as the .jpg files of your artwork.*

Label the .doc or .txt file bio/statement (and optional image narrative) as follows:

artist last name_first initial (Example: John Doe = doe_j.doc or doe_j.txt)

Remember to submit the required materials including:

- ☐ .jpg file images of artwork(s), properly labeled, at 350dpi, at least 4" x 6" on CD
- ☐ Artist bio/statement (and optional image narrative) *on the same CD with images of artwork*
- ☐ This application form signed and dated below

ARTIST SIGNATURE: _____

DATE: _____

**City of Roseville
Cultural Arts Commission**

Policy for Proposed Gifts, Loans and Purchases of Artwork

1. Introduction:

The purpose of this policy is to guide the stewardship of the City of Roseville's public art collection, which is provided for the education and enjoyment of the citizens of Roseville and the surrounding area.

This policy applies to works of art located on public property, and owned by the City of Roseville.

The realization of this policy is the responsibility of the City Staff, the Cultural Arts Commission and the City Council.

2. Definition of Artwork:

A. "Artwork" for the purposes of this policy shall be defined as:

"Aesthetic improvements that have form and beauty, are 2 or 3 dimensional that encourage imaginative interpretation of various media."

Among the possible media that would qualify include: paintings, prints, drawings, collages, photographs, frescoes, murals, mosaics, mobiles, fountains, sculptures, and artistic glass treatments.

B. Items that are not defined as "artwork" for the purposes of this policy include:

- Directional elements such as supergraphics, signage, or color coding except where these elements are an integral part of the original work of art.
- "Art Objects" which are mass produced of standard design such as playground equipment or drinking fountains.
- Reproductions, by mechanical or other means of original works of art except in cases of film, video, photography, printmaking or other media arts.
- Decorative, ornamental or functional elements which are designed by the building architect as opposed to an artist commissioned for this purpose.

- Landscape architecture and landscape gardening except where these elements are designed by the artist and are an integral part of the work of art by the artist.
- Operating costs of electrical, mechanical, plumbing or other services which are needed to operate the work of art over time.

3. Acquisitions:

A. Criteria

1. The Roseville public art collection should reflect works of highest quality and different artistic and cultural perspectives, and should encourage an exchange of artistic sensibilities among different cities and states. The following criteria shall be considered when selecting public art:
 - Artwork that reflects historic significance, particularly relating to the history of Roseville and the surrounding region.
 - Artwork that reflects particular City themes
 - Artwork that incorporates indigenous people of the area – both Native and long time residents of the region
 - Artwork that is created by local area artists is a primary consideration.
 - Art that reflects the diversity of community interests
 - Artwork that reflects and is appropriate for a particular exhibit site.
 - The city's ability to care for, conserve, exhibit and handle the work
 - The relationship of the work to the City's Mission Statement, present holdings and collection goals.
2. Public art should also meet all criteria stated in the City's Selection Policy for Public Art
3. The Selection Committee for Public Art, as outlined in the Selection Committee for Public Art Policy approved by the City Council in 1992, thereafter referred to as "the Committee" and the Cultural Arts Commission will not knowingly consider for acquisition any items in violation of the laws of the United States.

B. Procedures:

1. Collection items can be acquired by purchase, gift, bequest, loan, or exchange.

2. Items proposed for acquisition must meet the collecting criteria outlined in Section 2A.
3. Anyone wishing to make a gift or loan of artwork to the City of Roseville should do so by contacting the Parks and Recreation Department Director (hereinafter referred to as Director) or his designee. The Director shall then refer the gift or loan to the Cultural Arts Commission or to staff for review and recommendation according to the value of the item.
 - A. If the artwork or a photograph of the artwork has an individual value of more than \$5,000 it should be presented to the Cultural Arts Commission at a regularly scheduled meeting, along with a biography on the artist and the artwork, written statement addressing the item's attributes, condition, and its estimated value.
4. If the artwork is a **gift or loan**: And is valued at under \$5,000 City staff will have authority to handle gift or loan. Staff will provide Commission with information regarding the gift or loan.
 - A. If the piece is valued between \$5,000 - \$8,000 the Commission shall appoint an ad hoc selection committee to evaluate the artwork and make a recommendation to the Cultural Arts Commission for addition of gift to the City's art collection.
 - B. If the piece is valued at over \$8,000 the Cultural Arts Commission will refer the art piece to the Selection Committee for Public Art for review and recommendation for adding to the City's art collection, according to the Selection for Public Art Policy.
 - C. Upon approval by the Cultural Arts Commission of all artwork for gifts or loans of pieces over \$5,000 the proposed items will be presented to the City Council for final approval.
5. If the artwork is to be **purchased** by the City the following shall apply as well as all pieces purchased shall be in accordance with the City's purchasing policies and limitations:
 - A. If the artwork is valued at under \$5,000 City staff will have authority to handle purchase. Staff will provide Commission with information regarding the purchase.

- B. If the piece is valued between \$5,000 - \$8,000 the Commission shall appoint an ad hoc selection committee to evaluate the artwork and make a recommendation to the Cultural Arts Commission for recommendation for purchase.
 - C. If the piece is valued at over \$8,000, the Cultural Arts Commission will refer the art piece to the Selection Committee for Public Art for review and recommendation for purchase according to the Selection for Public Art Policy.
 - D. Upon approval by the Cultural Arts Commission of artwork for purchase of pieces over \$5,000 the proposed items will be presented to the City Council for final approval.
6. The Director is responsible for ensuring the placement, management, and maintenance of the City's public artworks.

C. Restrictions

- 1. The Cultural Arts Commission and City will encourage clear and unrestricted gifts to the collection. Any condition(s) or restriction(s) attached to works of art offered to the City must be reviewed by the City Attorney, and approved by the City Council. If acceptance of a restricted gift is approved, a Deed of Gift stating the restrictions will be countersigned by appropriate City staff. Evidence of the restriction(s) will be kept on file with the collection records.
- 2. The donor must agree that the placement of art is at the City's discretion. No work of art will be accepted with a guarantee in perpetuity of exhibition.
- 3. Items proposed for acquisition in which copyright interest is held by another party will be considered in respect to how this might impair the City's use of the item for its fundamental purposes. If an item is acquired with copyright restrictions, evidence of such restrictions will be kept on file with the collection records. Prior to acquisition, the donor or artist should agree about use of the artwork for purposes other than exhibition.

D. Whole Collections

- 1. Because of the substantial responsibilities for the preservation and utilization of large numbers of items, offers of collections will be

thoroughly considered in relationship to a realistic evaluation of the City's ability to meet those responsibilities presently and in the future.

2. The City reserves the right to acquire collections in whole or in part.

E. Acceptance

1. Prior to acceptance of artwork by the City of Roseville, a legal document of transmittal, approved by the City Attorney, transferring title of the artwork and defining the rights and responsibilities of all parties shall accompany artwork. Documentation of art work will also include artist's name, descriptive record of work, photography and condition of work.

F Appraisals

1. Cultural Arts Commissioners and City staff are prohibited from appraising items for donors, lenders, and/or the community at large.
2. The City staff may, upon request, and if known to staff, suggest the names of appropriate, reputable appraisers to potential donors, lenders, and the public at large.

G Collection Records

1. The maintenance of clear, accurate and accessible collection records is a primary responsibility of the Director.
2. Collection records document the legal status of an item within the City's collection, and an item's movement and care while under the control of the City. These record systems should relate to items by a collection number and should provide for easy retrieval of each item's information and location. Registration records shall include:
 - a. A descriptive record of each item
 - b. Documentation of legal ownership or possession of all items
 - c. Information regarding the activity of each item, (i.e., loans, exhibitions, conservation treatments, disposal)

- d. Location of the item
- e. Information about the artist
- f. Relevant publications
- g. Photographs of the item
- h. Information regarding the item's historical and/or artistic context
- i. Scholarly opinions about the item – if available.

4. Disposition

Disposition is the manner in which the ownership of an item is transferred from the City to another entity.

A. Reasons and Criteria

- 1. Disposition may occur in order to refine and strengthen the existing collection as defined in this policy:
- 2. Collection items may be proposed for disposition based on the following criteria:
 - a. Quality: They are in poor condition
 - b. Relevancy: They lack art historical and/or artistic merit
 - c. Duplication: The piece represents duplications within the collection
 - d. Conservation: The City lacks the ability or resources to properly care for, conserve, store, and/or exhibit them
 - e. Missing Pieces: They have been recorded as missing or have been stolen.
 - f. Question Authenticity: If the authenticity of an exhibit piece is disputed, deaccessioning of the item shall be considered on a case by case basis.

B. Procedures

1. The Director will recommend items for disposition and shall be responsible for investigating their quality and relevance to the existing collection.
2. The Director will investigate and City Attorney will review each item's original terms of acquisition to determine if there are legal impediments or restrictions.
3. The Director will present the items for disposition and written justification for these recommendations to the Cultural Arts Commission. If deemed appropriate, the Cultural Arts Commission may request the Committee to investigate and make a recommendation regarding the disposition.
4. As a courtesy, the Director will make every reasonable attempt, considering the value of the items in question, to notify the donor or heirs, in writing, of the proposed action.
5. The recommendation for disposition shall be reviewed by the Cultural Arts Commission for recommendation to the City Council.

C. Disposal/Deaccession

The deaccession of items is the removal of art pieces from the City's Collection. Disposal of items may be accomplished in the following ways:

1. Sale: Sales will be made at public auction usually through an established auction house.
2. Exchange: Under certain circumstances, and only with the approval of the City Council, The Cultural Arts Commission may negotiate an exchange with a dealer or non -profit institution. An exchange may be made only to acquire works of art and must respect the requirement of this policy.
3. Destruction: After receiving City Attorney advice on Civil Code provisions, the Director may, recommend destruction if the physical condition of an item has deteriorated to such and extent that it has lost its art historical and/or artistic character. Such recommendations must be approved in writing by the City Council, upon recommendation of the Cultural Arts Commission.

4. Items deemed to be deaccessioned/or disposed of shall be removed in one of ways mentioned in items C. 1,2 or 3, and are not subject to long term storage by the City.

D. Disposition/Deaccession Records

The City will be responsible for keeping permanent records for each item disposed of or deaccessioned. These shall include:

1. The Cultural Arts Commission's written recommendations for disposition.
2. Copies of notices sent to donors and/or heirs.
3. Dates of approval by the Cultural Arts Commission and City Council
4. Method of disposal/deaccession employed for each item, including sale dates, sale prices, names and locations of institutions to which an item is transferred, and any special transaction conditions.

E. Funds Generated From the Disposal of Items

All funds generated from disposal of items may, in the City Council's discretion, be placed in a restricted fund and used exclusively to acquire works of art. If the selling price of an item exceeds \$5,000.00, the donor's name will be recognized for new acquisitions purchased with the proceeds. When appropriate, funds from sales and/or exchanges will be used to purchase items in the same field.

5. Incoming Loans

A. Purpose

It is recognized that items may be loaned to the City to enhance the quality of the collection for purpose of exhibition.

B. Prerequisites for the consideration of Incoming Loans:

1. Items will be considered for loan only if, in the opinion of the Cultural Arts Commission, they will enhance the offerings of the City and can be kept on display for a substantial portion of the loan period.

2. The City must have appropriate exhibition space to house loaned items.
3. The item(s) to be loaned must be in good condition and able to withstand the ordinary strains of packing and transportation.
4. The lender must have clear title to the loaned item(s) and provide a current estimated value/appraisal of the piece to be loaned to the City.

C. City Obligations for Approved Loans

1. Loans will be made on the City's own loan agreement, approved by the City Attorney, and are subject to the conditions set forth therein. Any modification of these conditions must be in writing and approved by appropriate city staff.
2. A loan agreement, signed by the City Council and the lender must be completed before the item is received by the City.
3. Minimum loan period is six (6) months, which may be extended.
4. The Director has primary responsibility for completing all necessary loan arraignments and complying with the terms of any contract or agreement.
5. The Director is responsible for inspecting and making condition reports on incoming items upon both their receipt and dispatch, for their safekeeping prior to and following their exhibition, and for assuring that loans are properly packed, shipped, and returned when due.
6. The following types of loans shall not be approved:
 - a. Loans for reasons of storage
 - b. Loans for an indefinite length of time
 - c. Loans which might, in the opinion of the Cultural Arts Commission and City, give or appear to give rise to commercial exploitation and/or bring discredit to the City of Roseville
 - d. Loans subject to unreasonable restrictions
 - e. Loans for which the provenance is deemed unsatisfactory
7. Loan of an entire exhibition are made in accordance with terms of a special contract negotiated between the City and the organizing institution.

8. In the case that the original lender cannot be located and a loan cannot be returned after diligent, repeated attempts, the City may convert the loan to a gift or deaccession the item, in accordance with the procedures include in Section 3 C.

6. Gifts

- A. Donors of gifts of art accepted by the City should be recognized appropriately. This recognition is the responsibility of the Director.
- B. Prior to acceptance of any gift or artwork, a Gift Agreement form must be completed and signed.

7. Care and Control

- A. The city shall maintain policies and procedures to assure the proper care of the collection and shall amend the policies and procedures as necessary to assure its continued care and protection.
- B. While the Director has primary responsibility for the day-to-day care and control of the collection, a concern for its preservation, security, protection, and accurate documentation must be shared by every member of the City staff.
- C. The Director shall regularly monitor the physical condition of the collection and shall determine an appropriate schedule of conservation treatments.
- D. Collection items not on public display shall be housed in secure, climate-appropriate storage areas. The Director shall monitor all such areas for adequacy and security. Access to collection storage areas is controlled by the Director.
- E. The City shall maintain a location file listing the current location of each collection object. If an item is moved, it must be immediately recorded and updated in the location file.

8. Insurance

- A. Prior to any acceptance of gifts, purchases, loans, and bequests, the item will be reviewed by the City's Risk Management Department and the Director.
- B. If appraisals are required, the cost of appraisal will be paid for by the Lender.

9. Inventories

- A. The Director is responsible for inventorying the collection in cycles so that each item will be accounted for in a five-year period.
- B. The City auditors shall conduct a periodic spot-check based on a random sample of the collection items.

10. Review of This Policy

- A. This policy shall be reviewed by City Staff, the Cultural Arts Commission and City Council as needed.
- B. Any additions, deletions, or revisions shall be incorporated into the policy, and the revised policy presented to the Cultural Arts Commission and the City Council for approval.

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